A list of helpful hints up to now:

Templates and Map Styles

Load the templates and the map styles onto your hard drive so that they will become a default setting in Arc Map. To do this, click on explore→ S:\gone-monthly\Katherine\copy to hard drive → copy the templates → click on C:\ArcGIS\arcexe83\bin\Templates → click paste

To save the styles to your hard drive, click on explore→ S:\gone-monthly\Katherine\copy to hard drive → copy the Comprehensive Transportation Plan.style → click on C:\ ArcGIS\arcexe83\bin\styles→ click paste

The styles are the symbols for the comprehensive transportation plan. You will also notice that there are labels in the styles. Also take a look at the example cover sheet template and the typical cross-sections for bicycles.

To open the template, open Arc Map and click on a template → ok → my templates tab → click on the template and ok. If the templates do not appear, click on the new documents button and if they still do not appear, click on the browse folder and navigate to C:\documents and settings\your name (kenglish)\application data\ESRI\Arc Map\Templates.

To load the styles into your map, click on your layer → properties → symbology → click on symbol → more symbols → add → go to the folder C:\documents and settings\your name (kenglish)\application data\ESRI \Arc Map → click on Comprehensive Transportation Plan styles → open
When you scroll down to the bottom of the symbols, the Comprehensive Transportation Plan styles will be located at the bottom of the page.

Map properties
Under file → map properties → comments
I suggest that you type in everything that you did to your map. The following is an example for the highway map.

The legend was created by hand except the base map legend. The elements in the legend have been grouped together. To edit the elements, right click on the box and click on ungroup. This will enable you to edit each element individually. Again the scale should be set to 1:58,483 in layout view and 1:101,042 in map view for the labels to be in the correct placements.

I edited the road tables for each county to show the data changes. To edit the data, I downloaded the road layers from the GIS webpage. The highway element in the road table indicates the type of road that is in the highway element and the by_or_fy means the base year or future year. This field implies that it is either existing, needs improvement,

or recommended. In the Cabarrus Road table, the propos_typ means the exact same thing as the by_or_fy.

The base map data is gray unless it is important to this map. To print this map, go to file, print, and click on the scale map button. If this button is now selected, the map will be clipped off from the top.
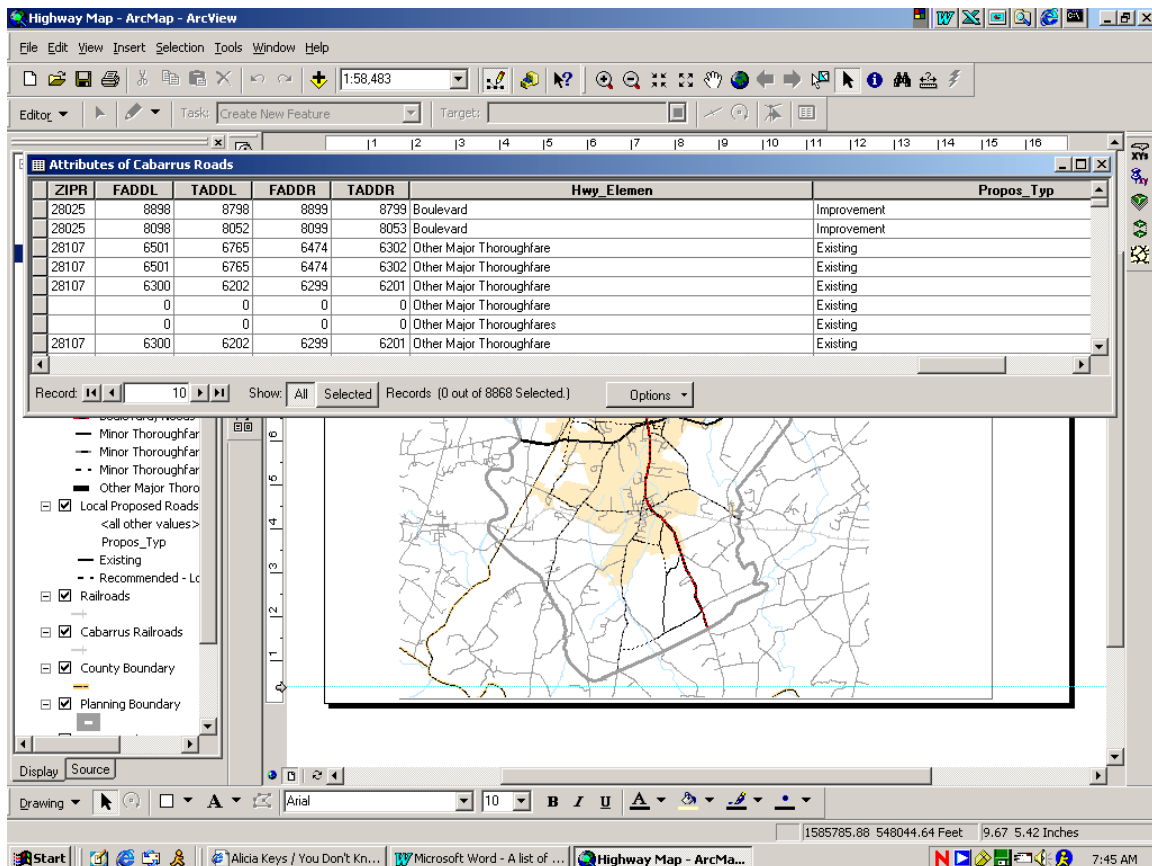
Symbols
The city boundary is the only symbol that everyone will need to adjust. To adjust the coloring of the symbol, right click on the city boundary layer, click on properties, and click on the symbol tag. Change the city boundary color to the symbol labeled city boundary, which is pink. Click on the display tab. Change the transparent box to 65 %. This will allow the vibrant pink to go to a more soothing pink. The other symbols found in the style file are correct with the appropriate sizing.

Attribute Tables
The best way to show recommendations is to edit the attribute table. Open the roads attribute table, click on the options button, and click on add field. Add a minimum of two fields at this time. Title one field Hwy_Element and the other field propos_typ. Make sure the type of field is text with a length of 50.

Now, click on start editing and select the roads layer. Highlight a road that is on the network. Open the attribute table and show only selected layers. Next, type in the hwy_element field the proper type of roadway (i.e. Boulevard) and click on the propos_typ to type in the type of roadway proposal (i.e. existing, needs improvement, or recommended). Once the table has been filled in with all the network attributes, click on editing, stop editing, and click yes to save edits. (This is a good way to show recommendation because it is an interactive way to change the recommendations without having to re-draw line work.) See the below example of a table.

Another hint is to click on editor→ save edits once in a while to make sure your changes are saved in case something happens.

Scale

There is an easy way to set your scale for your map. It is a good idea to set the scale of the map once the planning area is situated on the map in the size that is best shown for the area. The reasoning behind this is to make sure the labels are located in the same position. To do this click on View → Bookmarks → Create new… another window will appear asking for a name to call the bookmark. A suggestion would be to create as many bookmarks for the area as needed. This is useful for insets, large areas, and labels. To the set bookmark, click on View → Bookmark → click on the name of the bookmark. The view will either zoom in or zoom out to the set bookmark.